



ALAMO COLLEGES DISTRICT San Antonio College

Event Fees Summary Sheet McAllister Auditorium Facilities & Equipment

Facility Fees**

Min. Hours	Facility	Commercial	Non-Profit
4.0	McAllister Auditorium (seats 1,003)	\$300.00/hr.	\$200.00/hr.
4.0	McCreless Theatre (seats 154)	\$200.00/hr.	\$100.00/hr.
4.0	Classrooms (must be in conjunction with auditorium rental)	\$25.00/hr.	\$25.00/hr.
6.0	Orchestra pit strike & reinstallation	\$600.00	\$600.00
N/A	Storage Fee	\$100.00/day	100.00/day

*All events will be considered Commercial until Non Profit status is verified.

Staff Fees**

Min. Hours	Minimum Personnel	Fee
4.0	Auditorium/Event Manger	\$28.00/hr.
4.0	Lighting Technician	\$15.00/hr.
4.0	Sound Technician	\$15.00/hr.
4.0	Stagehand (2 minimum)	\$15.00/hr. each
4.0	Crowd Control/Front of House	\$15.00/hr. each
4.0	Follow Spot Operator (optional) (2 maximum)	\$15.00/hr. each
4.0	*Security	\$35.00/hr.
4.0	*Custodial	\$45.00/hr.

~This fee is provided for information purposes only AND does NOT in any way guarantee availability of rental nor does it constitute an agreement of any kind.

~ALL FEES/PRICES ARE SUBJECT TO CHANGE.

*Security will be required for all hours that the patrons are present. If patrons will be in the building for more than four hours, the client must pay for any additional hours of security coverage. Custodial hours may be added if the contracted time is more than 8 hours in one day.

Equipment Fees**

Equipment List	Fee	Equipment NOT provided
LCD Projector	\$65.00/day	Tape of any kind
Microphones (after first 5)	\$15.00/day per microphone	Batteries of any kind
Follow Spot	\$55.00/day each	Extension cords
Marley Dance Floor	\$450 includes dance floor installation and removal	Electrical Power strips

Insurance Requirements: Client must meet all insurance requirements as stated in the ACCD Facility Usage and Rental Agreement. The list of requirements can be emailed upon request.

Non-Profit Status: Non-Profit Client must submit a copy of IRS letter stating 501 (c) (3) status of client's organization or company before contract can be signed.

Vendor Status: Client must possess a tax ID and be entered as a vendor of the Alamo Colleges

McAllister Auditorium Rental Fee Detail

Event Name:	Basic Event Rental		
Event Date:	0/00/0000		
Contract Start Time:	9:30AM		End Time: 1:30PM
Commercial/nonprofit		Tax #	
Item			
	Price per Hour	Total Hours	Total
Facility Rental	\$ 200.00	4.00	\$800.00
Classrooms (per hour)	\$ 25.00		\$0.00
Total facility cost			\$800.00
Event Staff Fees			
Custodial	\$45.00	4.00	\$180.00
Police	\$35.00	4.00	\$140.00
Event Manager	\$30.00	4.00	\$120.00
Light Technician	\$15.00	4.00	\$60.00
Sound Technician	\$15.00	4.00	\$60.00
Stagehand I	\$15.00	4.00	\$60.00
Stagehand 2	\$15.00	4.00	\$60.00
Crowd Control	\$15.00	4.00	\$60.00
Crowd Control	\$15.00	4.00	\$60.00
Total staff fees			\$800.00
Equipment rental fees			
Steinway Concert Piano	400.00	per day	
Cocktail table rental (12 max)	\$10.00	0.00	
Black table cloths for cocktail tables	\$5.00	0.00	
Installation/Removal/Rental of Dance Floor	\$400.00	flat fee	
Total equipment rental			\$0.00
Total Event Charges:			
	Deposit	25%	\$ 400.00
	Remaining Balance		\$1,600.00



Rental Definitions

All rental clients for McAllister Auditorium and McCreless Theatre will fall under one of the following groups as determined by the College:

Commercial: A For-Profit entity. Clients defined as Commercial do not have 501(c)(3) status and are not considered a Non-Profit entity by the IRS.

Non-Profit: A registered Non-Profit entity with the IRS. These clients are in good standing with the IRS, can supply Alamo Colleges District with their tax-exempt ID and are recognized as a 501(c)(3) organization.

Academic: An organization or department, which is part of San Antonio College, that supports and/or recognizes current San Antonio College students for their work or accomplishments.